

Administrative Associate  
Kalamazoo Book Arts Center

The KBAC welcomes energetic and creative applicants interested in contributing to a growing and cutting-edge arts organization.

This position will be scheduled 20 hours per week during regular KBAC hours with some weekend coverage.

Responsibilities:

Under the general supervision of the Executive Director, the KBAC Administrative Associate:

- Coordinates course catalogues, special mailings/communications
- Processes student enrollment and registration
- Coordinates and tracks student/class evaluations
- Promotes KBAC & events with membership, media
- Maintains database of constituents, donors, donations
- Supports grant application process
- Processes financial transactions
- Covers front desk details as needed

Key Competencies:

- Creativity
- Attention to detail
- Ability to communicate effectively with a variety of constituents (members, students, instructors, general public)
- Stellar organizational and writing skills

Please send cover letter and resume to Jeff Abshear, Executive Director, at [jeff@kalbookarts.org](mailto:jeff@kalbookarts.org). This position will remain open until filled.